

## College of Education Career-Ready Check List

Student Name: \_\_\_\_\_ M#: \_\_\_\_\_

Email Address: \_\_\_\_\_ Phone #: \_\_\_\_\_

### ***FIRST STEPS (freshman year)***

	<b>TASK</b>	<b>RESOURCE</b>
<input type="checkbox"/>	Career Assessment – What are your interests, values, and skills?  Take a Career Interest Assessment to discover what jobs may be the best fit	You may complete an assessment at the Career Development Center (CDC). The CDC uses Myers-Briggs, Self – Directed Search, and Strong Interest Inventory.
<input type="checkbox"/>	Think about which concentration best match your areas of interest	Your academic advisor can inform you of majors/endorsements and assist you in crafting your academic plan.
<input type="checkbox"/>	Create your Lightning Job Source	See login instructions on the following page.

### ***SECOND STEPS: Admission to Teacher Education (sophomore and junior year)***

	<b>TASK</b>	<b>RESOURCE</b>
<input type="checkbox"/>	Revise your resume and cover letter. Your resume should be focused on your college career. All information in regards to high school is irrelevant.	Make an appointment with a career advisor in the CDC or the Virtual Career Center for help editing your resume and cover letter.
<input type="checkbox"/>	Build your job-search skills. Begin making a list of schools and educational institutions you are interested in working in.	Use Lightning Job Source to find opportunities in your area of interest. Check frequently for new postings.
<input type="checkbox"/>	The hiring process for each employer is different. Begin gathering the necessary documents (Praxis scores, transcripts, recommendation letters, etc.)	Visit the websites of the schools and educational institutions at which you would like to apply for a job to determine what you will need have ready.
<input type="checkbox"/>	Join a club, campus organization, and/or professional organization	The CDC and your academic advisor can introduce you to clubs and organizations that are relevant to your major.
<input type="checkbox"/>	Adopt-A- Peer Mentor; Identify a COE peer to support your efforts throughout the program	Adopt-A- Peer Mentor coordinator, Dr. Burriss

<input type="checkbox"/>	Practice your interview skills	The CDC offers practice interviews. Make an appointment with a Career Advisor or use Interview Stream to practice online.
<input type="checkbox"/>	Attend a career fair a year prior to graduation	The complete list of fairs can be found at the CDC website.
<input type="checkbox"/>	Create your LinkedIn account. Edit your Facebook and other social media profiles	Talk with your Career Advisor on what a professional profile looks like.

**THIRD STEPS (senior year)**

	TASK	RESOURCE
<input type="checkbox"/>	Continue to refine your resume.	Make an appointment with a career advisor in the CDC for help editing your resume.
<input type="checkbox"/>	Take advantage of networking opportunities through career fairs, conferences, and symposia related to profession	Ask your Career Advisor, Academic Advisor, or Peer Mentor about upcoming events.
<input type="checkbox"/>	You have all the tools and are ready to apply for jobs!	Visit Lightning Job Source to begin your job search.

**Lighting Job Source**

How to login:

1. Got to [mtsu.edu/career](http://mtsu.edu/career) and click the LJS logo
2. Log-in with your Pipeline username and password
3. Complete you career profile and begin to search and apply for jobs.

**Career Development Center**

KUC 328 | [www.mtsu.edu/career](http://www.mtsu.edu/career) | (615) 898-2500

**Walk-in Hours**

Tuesday - 10:00 a.m. – 2:00 p.m.

Thursday - 10:00 a.m. – 2:00 p.m.

Friday - 10:00 a.m. – 2:00 p.m.